



Non-Commercial
PUBLIC RECORDS REQUEST
FEE SCHEDULE

The Arizona Public Records Law permits the City to recover the cost of copying public records.

This fee schedule is applicable citywide unless a different department specific schedule has been approved by the City Council.

Individual departments should be consulted for fees associated with special formats not listed below.

Applicable fees shall be paid prior to the release of copies. Applicable postage may be charged at the current U.S. postage rate.

FEE SCHEDULE

Black/white copies: 8½ x 11 (letter) and 8½ x 14 (legal)*	\$.20
Black/white copies will be copied double-sided and each side counts as a page	
Requests of less than 25 black/white pages (letter/legal only)**	No Charge
Records provided via electronic mail***	No charge
Records provided on CD/DVD	\$5.00
Viewing requested material in person	No charge
Governmental agencies for official business	No charge

* If a requester desires that records be provided in an electronic format, and those records are only maintained in hardcopy, then both a per page and CD charge shall apply.

** If a request exceeds 25 pages fees are applied to all pages, inclusive of the first 25 pages.

*** In many instances electronic mail capacity is set below 20MB, in such cases a CD or DVD may also be provided at no charge. Except that the Purchasing Dept. May provide records on a DVD/CD to requesters with e-mail set below 20MB.

**** A \$25.00 fee is applied for DVDs created by Cable 11.